# **Chapter 11: Deferred Compensation**

# **General Information**

The Deferred Compensation Program (DCP) is an Internal Revenue Code (IRC) Section 457 program that provides an opportunity for employees to set aside pretax dollars into a supplemental retirement account. Deferred compensation is an agreement between employee and employer to postpone part of the employee's income until separation from service.

Amounts deferred are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and their beneficiaries. Income deferred reduces the taxable income reported on the employee's Form W-2 for the calendar year in which it was deferred.

Any state employee (full time, part time, working a regular schedule or career seasonal) and any elected or appointed official of the State is eligible to participate. Political subdivision employees may participate subject to any employer restrictions.

# **Employer Participation in DCP**

The DCP is available to all state agencies and higher education institutions. Political subdivision employers may add this program to their benefit package, provided their governing body adopts a resolution. Information regarding political subdivision agency enrollment is available by calling a DCP Marketing Representative at (360) 664-7111 or toll free at 1-800-423-1524 Voice/TT.

# **Employee Enrollment**

Employees may enroll in DCP by completing a Participation Agreement (PA) (shown on page 11—3) and returning the completed form to the DCP office. Upon approval, for employers who use the paper reporting method, DCP will mail a DCP Deferral Amount Change Report with the DCP Transmittal Report to the employee's payroll office. Higher education employers will receive the Change Report with a Banner Page (see page 11—8). The Change Report will reflect the pay date deferrals should begin and reflects the amount elected by the employee for both new participants and participants who are requesting a change to their deferral amount. Political subdivision and higher education employers cannot start, stop,

increase or decrease an employee's deferral until the Deferral Change Report is received.

The Participation Agreement (PA) is a 3-part form. If the employer requires a signed authorization from the employee for establishing a deferral, the employee should submit the Employer's copy of the PA to the payroll office at the same time the original PA is submitted to DCP. The employee should retain the third copy of the PA.

Participants should use the Maximum Deferral Worksheet (see page 11—4) prior to enrolling and/or changing their deferral amount. This form is a tool to help both participants and employers ensure the participant does not exceed the allowed maximum annual deferral.

## **Changing or Suspending Deferrals**

Beginning July 17,2000, employees may change or stop their payroll deduction at any time by calling the DCP Information Line at 1-888-327-5596 and requesting a deferral change. All deferral changes, including suspensions, will be reported to the political subdivision or higher education institution employers on the DCP Deferral Amount Change Report for use in updating the payroll system.

DCP will mail the confirmation to the employee within two days after an employee requests a deferral change. If the employer requires a signed authorization to make a deferral change in the payroll system, the employee should be instructed to provide a signed copy of the deferral change confirmation to the payroll office.



# PARTICIPATION AGREEMENT

Mail To:

	y Number		Employe	er Name				
Employee Na	me un	Fi	rsl	Middle Initial		Day Phone		
						( )		
Street Addres	treet Address Evening Phone							
						( )		
City		State	Zip + 4		Birthdate	MM DD	YYYY	Gender
								M F
maximum omenthly, controlled employer's	ral cannot exceed 25% deferral worksheet to ontact DCP. Deferrals payroll department ar ur deferrals to a later OR	determine your s will begin on id the provision day, indicated	ole compensat r limit. For info the earliest da ns set forth in begin date her	ormation about te possible, co Section 457 o re	\$666.00 month t special provis ontingent upon f the Internal R	ions that allo the processi evenue Cod authorize m	ow you to ex ing time requ e. If you pro y employer t	ceed \$666.00 uired by your efer to delay
			Investr	ment Alloca	tions			
	(40) Caringo Dool			ole percentages		0000	%	
	(10) Savings Pool (25) WA State Bond	l Fund	% %	, ,	lity Equity Inc Stock Market	ome _	90 %	
	(70) WA State Shor		———/ <sub>%</sub>	. ,	lity Retiremen	t Growth	^ %	
	(71) WA State Mid-		%		lity Growth Co	_	%	
	(72) WA State Long	-Horizon	%	(77) Fide	lity Overseas		%	)
	(30) CSIF Balanced	Portfolio	%		TOTAL must	equal	100%	
numbers	and if I select more th only) for each catego s of the Plan:		y Beneficiary o		ne Contingent			
Primary								
^	Social Security Number	Name:	Last, First, MI		Relationshi	ip	Date of Birth	n Percentage
X	Address: Number	Street		Ci	tv	State		Zip
Check					•			r
One:	Social Security Number	Name:	Last, First, MI		Relationsh	ip	Date of Birtl	h Percentage
Primary Contingent	Address: Number	Street		Ci	ty	State		Zip
Check								
	Social Security Number	Name:	Last, First, MI		Kelationshi	ıp	Date of Birth	n Percentage
One:	I			0:	ty	State		Zip
	Address: Number	Street		U	ıy			

### MAXIMUM DEFERRAL WORKSHEET



DEFERRED COMPENSATION PROGRAM

# STATE OF WASHINGTON DEPARTMENT OF RETIREMENT SYSTEMS

PO Box 40931 Olympia, Washington 98504-0931 Toll Free: 1-888-327-5596 TDD: 1-877-847-6041

When deferring a specified amount of your salary through the Deferred Compensation Program (DCP), your gross salary will be reduced each month by the amount that you have elected to defer. Your deferral cannot exceed 25% of your taxable compensation, limited to \$666.00 monthly (\$8,000.00 annually). This worksheet will help you determine your limit.

### Instructions

Line 1: Enter your gross monthly salary (If paid hourly, enter your estimated gross monthly salary).

Line 2: Enter your retirement percentage contribution, if tax deferred. If contribution is taxed, enter zero.

Retirement contribution rates effective September 1, 2000:

PERS 1 - 6%

PERS 2/SERS 2 - 2.43%

Example: For 2.43%, enter .0243 on Line 2.

TRS 1 - 6%

TRS 2 - 3.01%

TRS 3/SERS 3 - % rate selected

LEOFF 1 - 6.78%

LEOFF 2 - 5.41%

TIAA/CREF - 5%, 7.5%, or 10% (Community Colleges only 403(a)) (Four year universities, see Line 8). WSP - 3%

Line 3: Multiply Line 1 by Line 2 and enter in Line 3.

Line 4: Enter your monthly pre-tax insurance premium with Heath Care Authority.

Line 5: Enter your monthly Dependent Care Assistance reduction.

Line 6: Subtract Lines 3 through 5 from Line 1 to calculate your "Adjusted Gross Monthly Salary."

Line 7: Multiply Line 6 times 25% to calculate your "Maximum Monthly Contribution." Line 7 may not exceed \$666.00 monthly (\$8,000 annually). If you are paid in less than 12 months annually, contact DCP for instructions.

## If you contribute to an additional Deferred Compensation 457/403(b)/401(k) plan:

Line 8: Enter your monthly contribution to your 457/403(b)/401(k) plan (Four year universities, TIAA/CREF contributions are 403 (b)).

Line 9: Subtract Line 8 from Line 7 to determine your maximum monthly deferral.

	Calculator Example	
1. Enter your gross monthly salary	1.\$ 2,000.00	\$
2. Enter your retirement percentage	2. X	x
3. Multiply Line 1 by Line 2	3. \$ 49.00	\$
4. Pre-tax Insurance Premium	4. \$ 10.00	\$ <u>—</u>
5. Dependent Care Assistance Monthly Reduction	5.\$ <u>400.00</u>	\$ <u> </u>
6. Subtract Lines 3, 4 and 5 from Line 1 to get your	6. \$1,541.00	\$
adjusted gross monthly salary.	X <u>25</u>	X25_
7. Your maximum monthly deferral:	7.\$385.00	\$
8. Less other 457/403(h)/401(k) Contributions	8.\$ 100.00	\$ <u> </u>
9. Your adjusted maximum monthly DCP deferral	9.\$285.00	\$
DRS D 119 (6/00)		(Numbers are rounded to the nearest dollar)

# Deferrals from Annual and/or Sick Leave Cash Out Payments

Employees may arrange to defer a portion of a cash out payment for unused annual and/or sick leave upon separation from service.

# **State Agencies**

Deferrals in the amount of \$9,999 or less from annual and/or sick leave cash out payments are electronically updated in the payroll system by DRS. The following instructions are for deferrals in the amount of \$10,000 or more from annual and/or sick leave cash out payments.

- 1. A Deferral Change form will be mailed to the payroll office indicating an annual and/or sick leave deferral for \$10,000 or more. The payroll officer must change the deferral mount on the A.76 screen to the amount indicated on the Deferral Change form and PF-10 twice to override the previous deferral amount.
- 2. The deferral must be taken only from the sick and annual leave cash out amount and must be the only deferral taken on the payroll date indicated.

If you have questions about the cash out or if it will not be paid on the date indicated on the form, please contact DCP customer service at (360) 664-7111 or 1-800-423-1524 Voice/TT. If you need help with payroll data input, please contact HRISD, Help Desk at (360) 664-6400.

# **Political Subdivisions and Higher Education Institutions**

For questions related to deferrals from annual and/or sick leave cash out payments for political subdivisions or higher education employees, please contact DCP customer service at (360) 664-7111 or toll free at 1-800-423-1524 Voice/TT.

# **Political Subdivision Reporting**

You will receive a transmittal report for each pay period you are reporting, consisting of a banner page, the DCP Deferral Amount Change Report, the DCP Payment Advice form and the DCP Transmittal Report. You will find examples of each on pages 11—8 through 11—11.

# **Banner Page**

The report has a cover sheet called the banner page. This page is primarily used to identify the employer receiving the report. The banner page also provides such information as:

- the address for mailing transmittal reports and payments;
- the address for mailing payments;
- a message area; and
- a telephone number to call for assistance.

# **Deferral Change Report**

You will receive the DCP Deferral Amount Change Report authorizing payroll deduction to Deferred Compensation. Deferral(s) should begin according to the effective pay date listed on this report. You will receive the same report whenever a participant requests to stop their deferrals.

If you have questions about enrollment, deferral revisions or the program, please call DCP Accounting Services at (360) 664-7111 or toll free 1-800-423-1524 Voice/TT.

# **Payment Requirements**

When mailing money, please include the Payment Advice form. (All checks should be made payable to the State Treasurer.)

These documents should be mailed with the DCP Transmittal Report (see page 11—11). Each month (or twice a month for employers with more than one pay date) you will receive the DCP Transmittal Report. Please make the necessary changes (add termination date information, name changes, etc.), make a photocopy for your records and return with your check for the same amount as stated on the DCP Transmittal Report.

# **DCP Transmittal Report Packet**

An example of the DCP Transmittal Report packet you will receive prior to your payroll cutoff date is shown on pages 11–8 through 11—11.

Failure to return the DCP Transmittal Report with your check and the Payment Advice form may result in delay of deferral investment.

For reporting procedure questions, please call DCP Accounting Services at (360) 664-7111 or 1 (800) 423-1524.

### WASHINGTON STATE DEPARTMENT OF RETIREMENT SYSTEMS

PO Box 48380 Olympia Washington 98504-8380

System Deferred Compensation Program

**Employer Information** 

Reporting Group) Number: Employer Organization Number:

**889Z99** 9999 Make address Changes here and return to DRS

PAYROLL CONFIDENTIAL SOMEWHERE CITY OF 123 MAIN ST SOMEWHERE WA 98000-9090

### **DRS Address**

\* Mail deferral transmittal, payment, and payment advice to:

Department of Retirement Systems PO Box 9018 Olympia WA 98507-9018

Employers should review the Deferral Amount Change Report and input deferral changes each pay period. Employee name and address changes and termination dates should be reported on the Transmittal Report. Call DCP whenever you have a question on how to report participant information to DRS.

Please submit payment with the Payment Advice and Transmittal Report on or within two days of pay day to support timely investment of employee deferrals.

### Questions?

- \* For more information about transmittal reporting, see your DRS EMPLOYER HANDBOOK.
- \* For transmittal reporting questions, call:

DCP Accounting Services: or our 800 Number:

(360) 664-7111 1 (800) 423-1524

PROGRAM Run Date	: P31ER124 : 09/02/00	Washington State Department of Retirement System DCP DEFERRAL AMOUNT CHANGE REPORT	าร		Page No: ng Period: Ver/Exp:		
Reporting Group:	899Z99	SOMEWHERE CITY OF	System:	D	Plan:	1	

Soc Sec Num	Participant	Effective Pay Date	Deferral Amount
========	=======================================	=========	=========
221 31 8789	WELLINGTON, GEORGE	09/16/2000	\$200.00
201 56 8899	DEADWOOD, ROSE	09/16/2000	\$50.00
536 05 7776	JOHNSON, SAM	09/16/2000	\$0.00

# State of Washington Department of Retirement Systems

# Deferred Compensation Program PAYMENT ADVICE

Employer Name:	SOMEWHERE C	ITY OF	
Reporting Group:	899299		
Payment Number	Reporting Period	Version/Expected	Amount
87231	09/2000	01 of 01	\$2000.00
		System Total for This Pag	qe \$2000.00
		System Total for This Pag	ge \$2000.00
Mail this form with the pay	ment to:	For DRS use only	
		DRS Receipt Number:	
Department of Retirement	Systems		
PO Box 9018			
Olympia WA 98507-9018			

DRS D 127(6/00)

# **Washington State Department of Retirement Systems**

# **DCP Transmittal Report**

\$750.00

\$750.00

Report Group	Employer Name	Sys/Plan	Rpt Period	Ver/Exp	Prepared by	Phone	Page
899Z99	CITY OF SOMEWHERE	D 1	07/2000	01 of 02	SUSAN SMITH	(360) 555-9999	1

Participant Information

Employment Term Date

ANDERSON, JAMES	Gender: M	Birth: 04/16/1964	\$100.00	
OLYMPIA	WA	98506		
BEMER, IONA	Gender: F	Birth: 05/22/1959	\$100.00	
OLYMPIA	WA	98506		
DEADWOOD, ROSE	Gender: F	Birth: 09/02/1970	\$50.00	
TUMWATER	WA	98501		
SMITH, BRIAN	Gender: M	Birth: 12/10/1963	\$300.00	
LACEY	WA	98513		
WELLINGTON, GEORGE	Gender: M	Birth: 02/26/1697	\$200.00	
TUMWATER	WA	98501		
	OLYMPIA  BEMER, IONA OLYMPIA  DEADWOOD, ROSE TUMWATER  SMITH, BRIAN LACEY  WELLINGTON, GEORGE	OLYMPIA WA BEMER, IONA Gender: F OLYMPIA WA DEADWOOD, ROSE Gender: F TUMWATER WA SMITH, BRIAN Gender: M LACEY WA WELLINGTON, GEORGE Gender: M	OLYMPIA         WA         98506           BEMER, IONA         Gender: F         Birth: 05/22/1959           OLYMPIA         WA         98506           DEADWOOD, ROSE         Gender: F         Birth: 09/02/1970           TUMWATER         WA         98501           SMITH, BRIAN         Gender: M         Birth: 12/10/1963           LACEY         WA         98513           WELLINGTON, GEORGE         Gender: M         Birth: 02/26/1697	OLYMPIA         WA         98506           BEMER, IONA         Gender:         F         Birth:         05/22/1959         \$100.00           OLYMPIA         WA         98506         98506         98500         <

Mail completed report including Payment Advice form to:

Department of Retirement Systems P.O. Box 9018

Olympia, WA 98507-9018

### Instructions:

- 1. Verify preprinted information.
- 2. To make necessary changes, cross out preprinted data and enter changes in the space provided.

  3. Copy completed report for your records.

# **Washington State Department of Retirement Systems**

# **DCP Transmittal Report**

Report Group	Employer Name	Sys/Plan	Rpt Period	Ver/Exp	Prepared by	Phone	Page
899Z99	CITY OF SOMEWHERE	D 1	07/2000	01 of 02	SUSAN SMITH	(360) 555-9999	1

Participant Information

Employment Term Date

SSN:	431 85	4698	Name:	ANDERSON, JAMES	Gender: N	// Birth:	04/16/1964	\$100.00	
Addres	s: <del>123</del>	WASHIN	GTON:	tttttt <del>-ST-</del> 3254 Arlington Rd. <del>OLYI</del>	MPIA Lace	y WA	<del>98506</del>		
SSN:	550 87	9876	Name:	BEMER, IONA	Gender: F	Birth:	05/22/1959	\$100.00	
Addres	s: 5426	FIRST A	AVE	OLYMPIA	W	A	98506		
SSN:	201 56	8899	Name:	DEADWOOD, ROSE	Gender: F	Birth:	09/02/1970	\$50.00	
Addres	s: 85 T	HIRD ST		TUMWATER	W	A	98501		
SSN:	305 66	3232	Name:	SMITH, BRIAN	Gender: N	// Birth:	12/10/1963	\$300.00	
Addres	s: 2702	JAMISOI	N RD	LACEY	W	A	98513		07/15/2000
SSN:	221 31	8789	Name:	WELLINGTON, GEORGE	Gender: N	// Birth:	02/26/1697	\$200.00	
Addres	s: 6447	MAIN ST	#23	TUMWATER	W	A	98501		
SSN:	356 87	5245	Name:	Johnson,	Gender:	Birth:	06/04/1974		
Addres	ss:	•	802 Adar	ns Ave	Olympia		WA	\$0.00	07/15/2000

Mail completed report including Payment
Advice for with payment to:
Department of Retirement Systems
P.O. Box 9018
Olympia, WA 98507-9018

### Instructions:

- 1. Verify preprinted information.
- To make necessary changes, cross out preprinted data and enter changes in the space provided.
- 3. Copy completed report for your records.

\$750.00

Run Date:

\$750.00

07/01/2000

# Form W-2 Requirements

IRC Section 457 deferred compensation deductions are reported on IRS Form W-2 at year-end. In box 1, "Wages, Tips, Other Compensation" reduce the amount by the amount contributed to Deferred Compensation. In box 13, enter a capital "G" and the amount the employee contributed to IRC Section 457. In box 15, check the "Deferred Compensation" box.

If you have questions about Form W-2 requirements, please call DCP Accounting Services at (360) 664-7111 or 1-800-423-1524.

# Name/Address Changes for DCP Quarterly Statements

Quarterly statements will be mailed directly to employee homes every three months. Employee name and address records are kept current by employers reporting updates as necessary.

# Questions?

For employee enrollment, deferral modification or general DCP inquiries, please call the DCP office at (360) 664-7111 or toll free 1-800-423-1524 Voice/TT.

For group presentations, political subdivision agency enrollment and marketing, please call DCP Marketing at (360) 664-7111 or toll free 1-800-423-1524 Voice/TT.

For payment, transmittal reporting and Form W-2 inquiries, please call DCP Accounting Services at (360) 664-7111 or 1-800-423-1524.

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# DCP Manual (Paper) Transmittal Reporting

# **Required Information**

Employers, who report manually (with paper) use the "DCP Transmittal Report." This report is organized into four distinct sections: header, participant information, deferral information and page and system totals. The following pages provide an explanation of each of these sections. See page 11—17 for an example.

# **Header Section**

The header section is used to identify the reporting employer. This section contains the following fields.

# **Reporting Group Number**

Each employer is assigned a unique number that identifies the employer and the system in which the employer participates. Reporting Group numbers range from either three to six characters, depending upon the retirement system being reported.

### **Employer Name**

This field identifies the organization name of the reporting group, as it is stored in DRS's database. Contact DCP Accounting Services (DCPAS) if the name preprinted on the transmittal report should be changed.

### **System and Plan**

This field identifies the Deferred Compensation Program and Plan, which is always "D 1."

# **Reporting Period**

This field identifies the month and year for which information is being reported. The reporting period is six characters formatted MMYYYY. For example, a reporting period of October 2000 is entered: 10/2000.

The reporting period printed on the report cannot be changed. The report for a given reporting period will not be processed until the report for the preceding reporting period has been processed.

## Version/Expected

This field identifies the Report Version Number and Expected Monthly Reports. "01 of 01" identifies an employer with only one pay day per

month. "01 of 02" or "02 or 02" identifies an employer with two pay days per month.

# **Prepared By**

This field identifies the name of the individual responsible for preparing the report. Contact DCPAS if the name preprinted on the transmittal report should be changed.

# **Telephone**

This field identifies the telephone number of the individual responsible for preparing the transmittal report. Contact DCPAS if the telephone number preprinted on the transmittal report should be changed.

# **Page**

This field identifies the page number of the report. The last page of the report is used to record the page and system totals.

# **Participant Information**

The Participant Information section is used to provide basic identifying information about each individual being reported. This section contains the following fields.

# **Social Security Number**

This field identifies the participant's Social Security number.

### Name

This field identifies the name of the participant and is listed as follows:

Last name—followed by a comma and one space
First name—followed by one space
Middle name or initial—not followed by any punctuation

Example: Rosalie Marie Hart is reported: Hart, Rosalie M.

# Gender

This one-letter code identifies the gender of the participant you report. Valid codes are:

F Female Male

### **Birth**

The birth date identifies the month, day, and year the individual was born. The birth date is eight characters, formatted MMDDYYYY. For example, March 3, 1951, is entered: 03/03/1951.

### Address

This field identifies the participant's mailing address.

### **Deferral Information**

### **Deferral Amount**

This field identifies the amount your employee has requested to be deducted from their check and deferred from federal income tax.

# **Employment Termination Date**

Use this field to report a participant's employment termination date.

# **Page and System Totals**

The Page and System Totals section is used to indicate the total deferral amount being reported. This section contains the following fields.

# **Page Total**

This field is used to enter the total amount of deferrals per page.

# **System Total**

This field is used to enter the total amount of deferrals. If multiple pages are used to report the deferrals, enter the system total on the last page of the report.

# **Procedures for DCP Manual (Paper) Reporting**

The following pages describe some common procedures for DCP transmittal reporting using the "DCP Transmittal Report." For additional details about these procedures or for information about procedures not covered on these pages, please contact DCP Accounting Services.

### **General Procedures**

When working with this report:

- Check to see if the information; e.g., address, for a participant is still correct. If it is not, you need to correct it
- Make changes or enter new information, using red ink. Red ink is easier for DCP Accounting Services personnel to see and helps ensure that changes are entered correctly when your transmittal report is processed.
- Change data in the Participant Information section by crossing out the incorrect information. Using red ink, write the correct information next to the information you are changing.
- Adjust the page totals as necessary; after you have made your changes adjust the system total.
- Review the contact information in the header. If your contact name or telephone number has changed, inform DRS. Use the address change area of the banner page to notify DRS of changes in your transmittal report address.
- Make a copy of the transmittal report for your records and send with the Payment Advice form and payment before, on or soon after each payday.

# **Changing Participant Information**

Most information in the Participant Information section will remain the same each month. If it changes, you will need to correct it. If an employee changes names or an address, draw a line through the preprinted information and add the correct information to the right of the preprinted information.

# **Corrections to the Deferral Amount**

You can make corrections on your transmittal report. The adding/subtracting method allows you to use a single line to make a correction to a participant's deferral amount.

**Note:** To adjust a DCP participant's deferral, determine the current deduction. Then add to or subtract from this amount to determine the appropriate amount to report to DRS. Employers should contact DCP Accounting Services before making this type of adjustment.

# **Adjusting Page and System Totals**

If you change an employee's reported deferral amount, you must adjust the page and system totals. Page totals must be entered on each page of the report. System totals must be entered on the last page of the report.

# **Separating Employees from the Transmittal Report**

Use the Employment Termination Date column to submit the participant's employment termination date.

# New DCP Participants are listed on the DCP Deferral Amount Change Report

The DCP Deferral Amount Change Report replaces the PA form that DRS currently sends to employers as authorization (per the employee) for a new deduction amount. DRS will distribute this report to employers.

**Note:** Employers should not establish a DCP deduction before receiving approval from DRS. We recommend participants use the Maximum Deferral Worksheet each time a deferral amount is changed.

PROGRAM : P31ER124 Washington State Department of Retirement Systems Page No: 1
Run Date : 09/02/00 DCP DEFERRAL AMOUNT CHANGE REPORT Reporting Period: 09/2000

Ver/Exp: 01 of 02

Reporting Group (Agency.):	899799	CITY OF SOMEWHERE	System:	D	Plan:	_1
Coo Coo Num	Dorticipont	Effective Day Date		Doformo	I Amount	

Participant	Effective Pay Date	Deferral Amount
=======	==========	=========
WELLINGTON, GEORGE	09/16/2000	\$200.00
DEADWOOD, ROSE	09/16/2000	\$50.00
JOHNSON, SAM	09/16/2000	\$0.00
	======= WELLINGTON, GEORGE DEADWOOD, ROSE	======================================

Note: Participants on the Change Report will be on the Transmittal Report. The one exception is the participant list on the Change Report with a zero deferral amount.